

U.S. District Court

Western District of Washington



Electronic Case Filing

(ECF)

USER'S MANUAL

(May 2005)

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Electronic Case Files System User's Manual

Introduction/Overview

Introduction

This manual provides instructions for using the Electronic Case Filing (ECF) system to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of an ECF-compatible web browser and Adobe Acrobat or equivalent software for creating and reading Portable Document Files (PDF).

Help Desk

Contact the Court's ECF Help Desk between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday, if you need assistance using CM/ECF.

Toll Free Help Desk — 1-866-ECF-WAWD (1-866-323-9293)
OR

E-mail: cmecf@wawd.uscourts.gov

ECF System Capabilities

Registered users with a PACER account, an ECF-compatible web browser, Adobe Acrobat or equivalent software, and access to the Internet can use the District Court's ECF system to perform the following functions:

- Open the Court's web page
- View or download the most recent version of the ECF User's Manual
- Self-train on a web-based ECF Tutorial
- Attend training course to practice entering pleadings into ECF using a "training" database that is similar to the official live ECF database
- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases
- View various reports for cases that were filed electronically

Getting Started

Hardware and Software Requirements

The following hardware and software are needed to electronically file, view, and retrieve case documents in ECF:

- A personal computer running a standard operating system such as Microsoft Windows or Macintosh
- An Internet service provider and Web browser. The Court has verified that its installed version of ECF is compatible with Netscape Navigator version 4.7X and 7.0 and Microsoft's Internet Explorer version 5.5. and 6.0.

Note: Users of ECF have experienced some compatibility issues with versions of Netscape Navigator lower than 4.6; America On-Line's version of Netscape Navigator; and versions of Internet Explorer other than Version 5.5. or 6.0.

- Software, such as Adobe Acrobat Writer, to convert documents from a word processor format to portable document format (PDF).
- A scanner to convert paper documents to digital format to enter electronically into ECF (e.g. exhibits). Use a scanner **ONLY** if you **cannot** electronically prepare your documents and convert them directly to PDF format.

Note: When scanning documents for ECF, scan at a resolution of **200 to 240 dpi**. Scanning at resolutions greater than 240 dpi tends to clutter the electronic transfer with unwanted markings and print. Also, higher resolutions result in larger file sizes that may impede document submittal. All documents should be scanned with a "black and white" setting unless the exhibit is colored.

PACER Registration

ECF users must have a PACER account with the Court in order to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

Registering for Access to ECF

Participants will need to register with the courts to receive a login and password for the CM/ECF system. A copy of the registration form is included as an attachment to the Administrative Procedures and can also be obtained on our web site at <http://www.wawd.uscourts.gov>. Completed registration forms should be mailed to:

Clerk, U.S. District Court
Western District of Washington
Attn: ECF Attorney Registration
700 Stewart Street, Lobby Level
Seattle WA 98101

Once an account has been established, your login and password will be sent to you by the Office of the Clerk by electronic mail.

Registered users can visit a training version of the system on the Internet at <https://ecf-train.wawd.uscourts.gov> to practice ECF activities. We strongly recommend that registered users practice in the “training” ECF database before filing documents in the “live” ECF database. Please call the ECF Help Desk (1-866-323-9293) for a login and password to use in the training system ONLY.

Training

The Court offers training classes. For a class schedule, view the ECF Newsletter via the link on the court’s web site, or on the ECF Welcome Screen. Call the ECF Help Desk at 1-866-323-9293 to sign up for training.

Portable Document Format (PDF)

What is PDF? PDF, or portable document format, is a convenient and popular method for distributing information electronically. A PDF document is compatible with Windows, Macintosh, and Unix-based computers, which means that the document can be read on screen and printed from nearly any computer. In addition, a PDF document retains all the formatting and fonts of the original copy.

Setting Up the Acrobat PDF Reader

Users must install pdf conversion software in order to view documents that have been electronically filed with the clerk’s office. If not using WordPerfect version 9 or above, a filing user must install the software to convert electronic files from their native word processing application format to Portable Document Format (PDF). All new documents prepared for ECF cases must be converted to PDF before entering them into ECF or transmitting them to the court. After installing these products, review and follow the software directions.

Only documents in PDF format may be filed with the court using the ECF system. Before sending it to the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

How to View a PDF File

- Open Adobe Acrobat or Acrobat Reader.
- Select **[File]** on the menu bar and choose **[Open]** from the drop-down window.
- Click on the location and file name of the PDF document you wish to view.
- If the designated location is correct, and the file is in PDF format, Acrobat loads the file and displays it on your screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars and buttons to move about within the document.
- Click on the ***View*** menu for other options for viewing the displayed document. Choose the option that best suits your viewing needs.

How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the Court's Electronic Case Filing (ECF) system. The conversion process requires special software (i.e. Adobe Acrobat Writer) or WordPerfect versions 9, 10, or 11 word-processing application with its built-in PDF conversion capabilities.

From Word Perfect Version 9, 10, or 11

- Open the document..
- From the menu bar, click on **[File]** and from the drop-down menu select **[Publish to PDF]**.
- Save the file as a PDF file, giving it a .pdf extension.
- The file is now in PDF format under the newly designated name. The original document remains in WP format with its original file name.

For all other versions of WordPerfect, all versions of Microsoft Word, all Microsoft Office products, and other software applications

- Install pdf conversion software on your computer.
- Follow the instructions for your software.

Entering the ECF System

How to Access ECF

You may enter the system by going to the Web page for the District Court for the Western District of Washington at: <http://www.wawd.uscourts.gov>. (See Figure 1) and clicking on the [CM/ECF] button.

Figure 1



After clicking on the [CM/ECF] button, a new screen opens providing the user with several choices for using ECF, including the ability to enter the “live” ECF system. This screen also contains hyperlinks to other pertinent ECF information, such as the ECF User’s Manual. Once you have selected the hyperlink for the “live” system, the ECF *Welcome* screen appears as depicted in Figure 2.

Figure 2



Alternatively, registered users may enter the ECF system directly by typing the following URL into the location field of their ECF-compatible web browser: **[http://ecf.wawd.uscourts.gov](https://ecf.wawd.uscourts.gov)**. This URL connects you directly to the District Court's ECF screen. Point and click on the **Western District of Washington - Document Filing System** hyperlink to open the login screen and login to ECF.

Logging In

The next screen is the login screen.

WAWD CM/ECF Version 2.4 - login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf.wawd.uscourts.gov/cgi-bin/login.pl> Go

ECF/PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

client code:

Login Clear

CM/ECF has been tested and works correctly with Netscape 4.7x and 7.0x, and Internet Explorer 5.5 and 6.0

(Leave the Client code blank when filing documents)

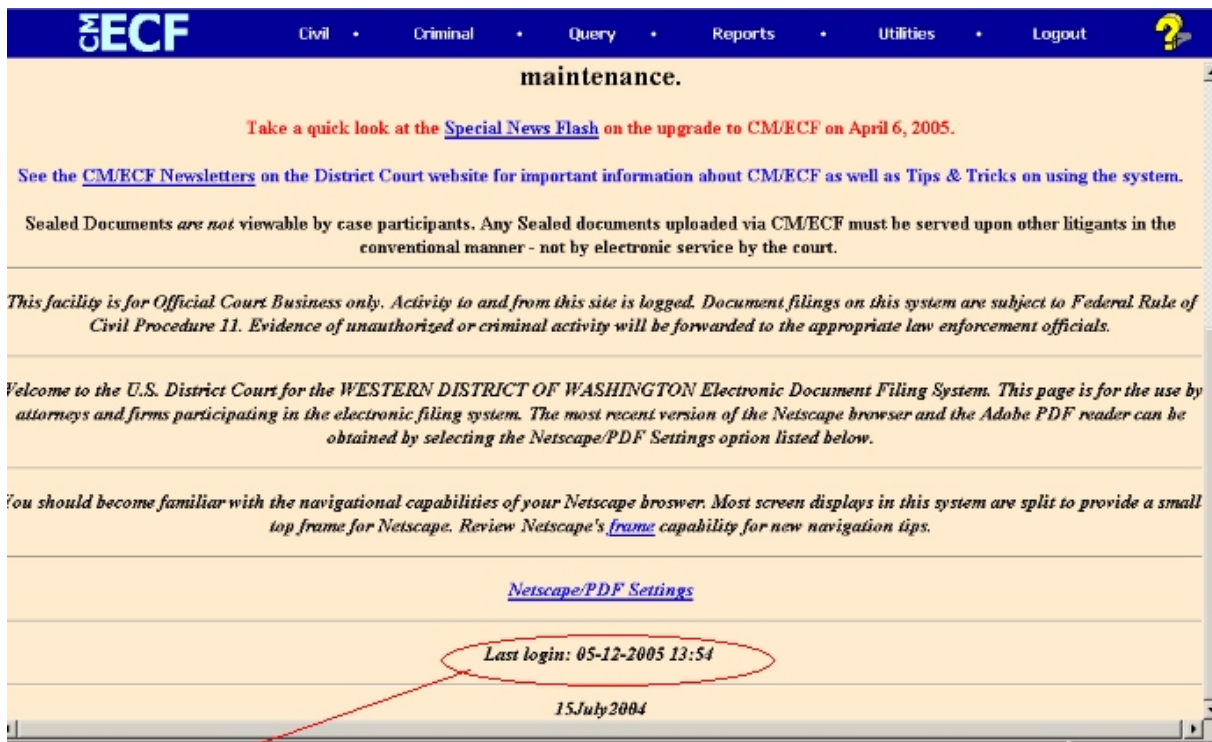
Enter your ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive.

Note: Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your **PACER** login and password.

Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

- If the ECF system does not recognize your login and password, it will display the following error message on a new screen:
Login failed either your login name or key is incorrect.
- Click on the browser **[Back]** button and re-enter your correct login and password. After ECF accepts your login and password, your monitor will display the Main ECF screen with a **Blue** functional selection menu bar at the top.





Note: The date and time *you last logged into the system* appears at the bottom of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, telephone the court's Help Desk (1-866-323-9293) with this information as soon as possible.

Selecting ECF Features

ECF provides the following features that are accessible from the **Blue** menu bar at the top of the opening screen.

Civil-	Select Civil to electronically file all civil case pleadings, motions, and other court documents.
Criminal-	Select Criminal to electronically file all criminal case pleadings, motions, and other criminal court documents.
Query-	Query ECF by specific case number or party name to retrieve information and documents that are relevant to the case. You must login to PACER before you can query ECF.
Reports-	Choose Reports to retrieve docket sheets and cases-filed reports. You must login to PACER before you can view an ECF report.
<hr/> Utilities-	View your personal ECF transaction log and maintain personal ECF account information in the Utilities area of ECF.
Logout-	Allows you to exit from ECF and prevents further filing with your password until the next time you log in.

General Rules and Manipulations

Manipulating the screens

Each screen has the following two buttons:

- Use the **[CLEAR]** button to remove **all** characters entered in the box(es) on that screen.
- Use the **[NEXT]** or the **[SUBMIT]** button to accept entered data, display the next data-entry screen and commit and finalize your transaction.



Correcting a mistake

Use the **[Back]** button on the browser toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections. You may use the **[Back]** button of your browser to correct data entry until you see the “Attention” warning message. Once you click on the next button after seeing this message you will have no further opportunity to go back and correct any mistakes.

Procedures

Signatures; Affidavits of Service

Attorney signatures: An electronically filed pleading or other document which requires an attorney's signature may be signed with a digitized signature or signed in the following manner:

s/John Attorney
State Bar Number 12345
ABC Law Firm
123 South Fifth Street
Seattle WA 98104
Telephone: (206) 123-4567
Fax: (206) 123-4567
E-mail: John_Atorney@lawfirm.com

Any party challenging the authenticity of an electronically filed document or the attorney's signature on that document must file an objection to the document within ten days of receiving the Notice of Electronic Filing.

Non-attorney signatures: If the original document requires the signature of a non-attorney, the filing party may scan the entire document, including the signature page, or attach the scanned signature page to an electronic version of the filing.

Multiple signatures: The following procedure applies when a stipulation or other document requires two or more signatures:

- The filing party shall initially confirm that the content of the document is acceptable to all persons required to sign the document, and shall obtain either physical signatures or authorization for the electronic signatures of all parties on the document. Physical, facsimile, or electronic signatures, consistent with the formats for attorney signatures, are permitted.
- The filing party may then file the document electronically, indicating the signatories as "s/Jane Doe", "s/John Smith", etc. The correct format for a signature is the same as that previously described for attorneys' signatures.
- Any party challenging the authenticity of an electronically filed document containing multiple signatures, or the authenticity of the signatures themselves, must file an objection to the document within ten days of receiving the Notice of Electronic Filing.
- If any of the signatures are of non-attorneys, then the provisions described in the previous section for the filing party retaining the paper copy also applies.

Proposed Orders

Proposed orders shall be submitted as outlined below:

- Electronically-submitted proposed orders shall be filed with the motion as an attachment. This will provide service of the proposed order to all registered parties.
- All proposed orders must be conspicuously labeled “Proposed.” If the judge decides to use the proposed order, s/he will remove the “Proposed” language.
- A proposed order shall also be attached as a Word or WordPerfect-compatible file to an internet e-mail sent to the e-mail address of the assigned judge. The subject line of the e-mail shall include the case number and title of the order. The format for judges’ e-mail addresses **for proposed orders only** is as follows:

[Last Name]orders@wawd.uscourts.gov

For example:

LasnikOrders@wawd.uscourts.gov

- Proposed orders on motions for default made pursuant to Civil Local Rule 55 should be prepared in a format compatible with Word or WordPerfect (as described previously) and then attached to an internet e-mail sent to the Clerk’s Office at the following e-mail address:

WAWDClerk@wawd.uscourts.gov

No other documents or pleadings may be sent to the Clerk’s Office at this e-mail address.

Noting Date

All motions shall include in the caption (immediately below the title of the motion) the date the motion is to be noted for consideration upon the court's motion calendar. See CR 7(d) and CrR12 for form and scheduling motions and briefing deadlines.

Voluminous Documents

When documents that exceed 100 pages in length are electronically filed, a paper copy of the document shall be delivered to the Clerk's Office for chambers, clearly marked with the words "Courtesy Copy of Electronic Filing for Chambers."

Pagination

Voluminous documents, including exhibits, shall be sequentially paginated in their entirety, with the page numbers appearing in the lower left margin of the document.

Naming of Attachments

Attachments must be named by using either the "Category" field from a drop-down menu, or the "Description" field.

Linking Documents (Refer to Existing Event)

Some pleadings such as Briefs should be linked to their related documents in the case. When filing these and certain other types of documents you will be presented with the following screen.

CM/ECF Civil

Other Documents

[2:03-cv-00101-JCC Smith v. Jones](#)

☐ Refer to existing event(s)?

Filed to

Documents to

An "event" in CM/ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of "**Refer to existing event(s)?**" You also have the option of entering filed dates or document numbers if you would like to further narrow your search.

Once you click [Next] you are presented with a list of documents that match your search criteria.

ECF

Civil • Criminal • Query • Reports •

Other Documents
[2:03-cv-00101-JCC Smith v. Jones](#)

Select the appropriate event(s) to which your event relates:

☒ 03/31/2003 [1](#) Second MOTION for Preliminary Injunction *to cease and desist* by Plaintiff Bill Smith. Noting Date 3/18/2003. Oral Argument Requested.(attorney,)

☐ 04/01/2003 [2](#) MOTION to Continue *response due date* by Defendant Mark Jones. Noting Date 4/18/2003. (attorney,)

Click the checkbox for the document you wish to link to and click **[Next]**.

Add/Create a New Party

In rare cases you may need to add a party to the ECF system. If the party you represent is not listed in the “Select a Party” screen, click on **Add/Create New Party**. The screen depicted below will appear.

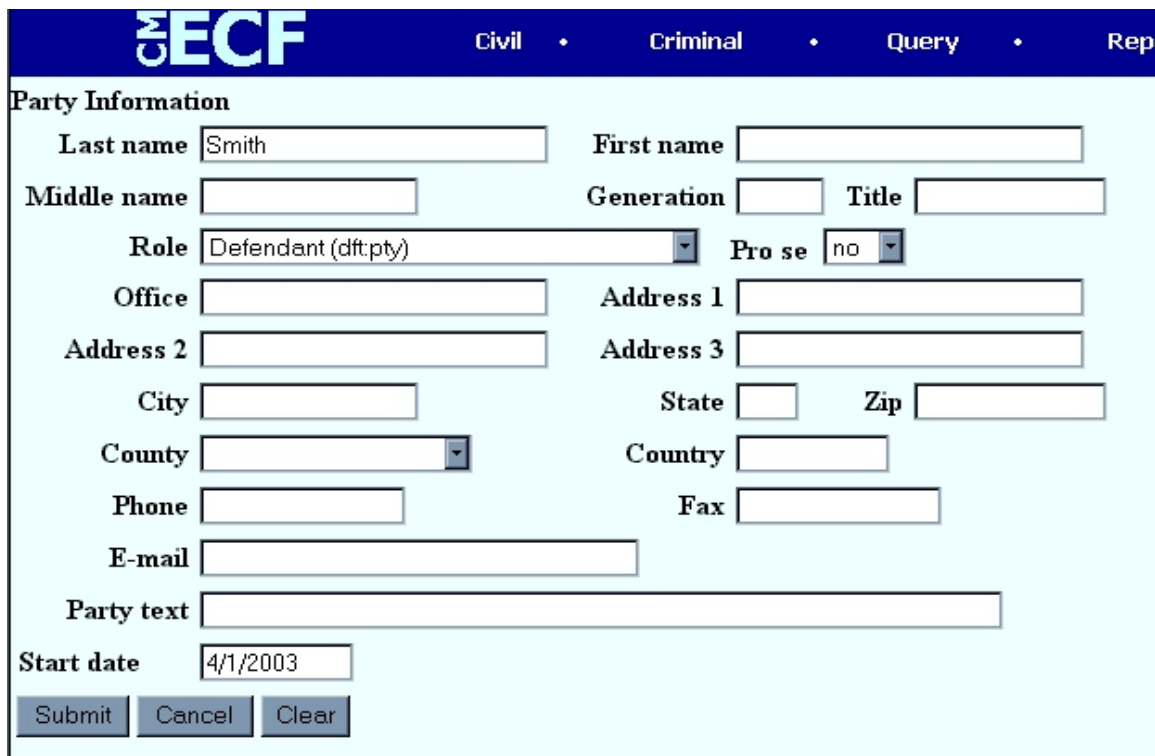
The image shows a web interface for the ECF system. At the top is a blue header with the ECF logo and the word "Civil" followed by a dropdown arrow. Below the header, the text "Search for a party" is displayed. Underneath, there is a label "Last/Business name" followed by a text input field. Below the input field are two buttons: "Search" and "Clear".

You must first perform a search to see if your party is already entered on the ECF system. Type the first few letters of the party's last name for an individual, or the first few letters of the company name. Click **[Search]**.

If a match is found, ECF will display a list of party names. If the name of the party you represent appears in the list, click on it and then click **[Select name from list]**. Review the party information and select the party's role in this filing. Click **[Submit]**.

If a match is not found, or your party does not appear in the list, click **[Create new party]**.

ECF displays the following screen.

The image shows a web interface for the ECF system, titled "Party Information". At the top is a blue header with the ECF logo and navigation links: "Civil", "Criminal", "Query", and "Rep". Below the header, the form contains several fields for party information. The "Last name" field is filled with "Smith". The "First name" field is empty. The "Middle name" field is empty. The "Generation" field is empty. The "Title" field is empty. The "Role" field is a dropdown menu with "Defendant (dft:pty)" selected. The "Pro se" field is a dropdown menu with "no" selected. The "Office" field is empty. The "Address 1" field is empty. The "Address 2" field is empty. The "Address 3" field is empty. The "City" field is empty. The "State" field is empty. The "Zip" field is empty. The "County" field is a dropdown menu. The "Country" field is empty. The "Phone" field is empty. The "Fax" field is empty. The "E-mail" field is empty. The "Party text" field is empty. The "Start date" field is filled with "4/1/2003". At the bottom of the form are three buttons: "Submit", "Cancel", and "Clear".

- For a company, enter the entire company name in the **Last Name** field. Choose the appropriate **Role** from the drop down list. Click [**Submit**].
- For an individual, fill out the **Last Name, First Name, Middle Name, Generation** and **Title** fields as appropriate. Choose the appropriate **Role** from the drop down list.
- Leave all other fields blank.
- Click [**Submit**].

Civil Events

Filing a Civil Complaint

The Court will accept complaints sent by e-mail, sent by U. S. Mail, or delivered in person to the Clerk's office. If you e-mail your complaint, it must be in PDF format and sent to one of the following addresses:

newcases.seattle@wawd.uscourts.gov
newcases.tacoma@wawd.uscourts.gov

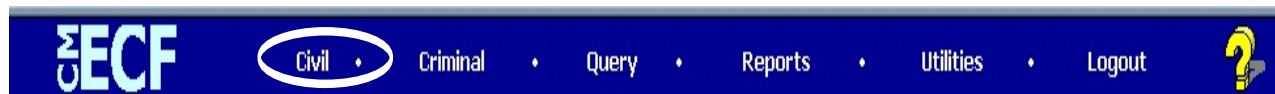
Present the Clerk's office with a Civil Cover Sheet (JS-44c) and the complaint which lists the case party information and a check, money order or credit card in the amount of \$250.00, OR e-mail the civil cover sheet, complaint and pay the filing fee by credit card. See our website at <http://www.wawd.uscourts.gov> for more information on how to pay by credit card.

Filing Documents for Civil Cases

There are eight basic steps involved in filing a document:

- 1) Select the type of document to file (see Attorney Event Menu);
- 2) Enter the case number in which the document is to be filed;
- 3) Designate the party(s) filing the document;
- 4) Specify the PDF document to be filed;
- 5) Add attachments, if any, to the document being filed;
- 6) Modify docket text as necessary;
- 7) Submit the pleading to ECF;
- 8) Receive notification of electronic filing.

After successfully logging into ECF, follow these steps to file a pleading.



1. Select the type of document to file

Select **Civil** from the *Blue* menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.



Click on **Motions**, under **Motions and Related Filings**

ECF Civil • Criminal • Query • Reports •

Motions

Case Number

03-0101 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

2. Enter the case number in which the document is to be filed.

The **Motions** screen appears with a Case Number field. Enter the number of the case for which you are filing a motion and click on **[Next]**.

- If the number is entered incorrectly, click **[Clear]** to re-enter. If the computer prompts that you entered an invalid case number, click on **[Back]** to re-enter.
- When the case number is correct, click on **[Next]**.

Note: If the case number you are working on is 2:03cv101, you could enter the case number in any of the following formats:

03-101

03cv101

2:03-cv-101

2-03-cv-101

2:03cv101

3. Select the type of motion

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and navigation links for Civil, Criminal, and Query. Below the header, the page is titled "Motions" and displays the case number "2:03-cv-00101-JCC Smith v. Jones". A dropdown menu is open, showing a list of motion types: New Trial, Oral Argument, Partial Summary Judgment, Permanent Injunction, Preliminary Injunction (highlighted with a green background and a black oval), Proceed In Forma Pauperis, Produce, and Protective Order. Below the dropdown menu are two buttons: "Next" and "Clear".

A new Motions screen opens and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file. For demonstration purposes, highlight **Preliminary Injunction** and click on [Next].

The screenshot shows the ECF interface after selecting a motion. The page is titled "Motions" and displays the case number "2:03-cv-00101-JCC Smith v. Jones". Below the case number, the text "Select the filer." is displayed. Underneath, there is a section titled "Select the Party:" which contains a list box with two entries: "Jones, Mark [Defendant]" and "Smith, Bill [Plaintiff]". To the right of the list box is a link that says "Add/Create New Party". Below the list box are two buttons: "Next" and "Clear".

4. Designate the party(s) filing the document

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the control key while pointing and clicking on each party of the group. After highlighting the parties to the motion, click on the [Next] button.

Note: If your party does not appear, see the section “Add/Create New Party” in this manual.

5. Indicate whether oral argument is requested

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below.

Motions
2:03-cv-00101-JCC Smith v. Jones

If this Motion includes a request for oral argument, type oa in box

WARNING: This does not overrule the requirement pursuant to CR 7(b)(4) that ORAL ARGUMENT REQUESTED must be typed in the caption of the motion or responsive memorandum.

6. Specify the PDF file name and location for the document to be filed.

ECF then displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

Motions
2:03-cv-00101-JCC Smith v. Jones

Please attach the proposed order to the motion & remember to email the order in Word or WordPerfect format to the appropriate judge. Case # and title of the order must be in the subject line of the email.

Date document filed (mandatory)

Select the pdf document (for example: CA199cv501-21.pdf).
Filename

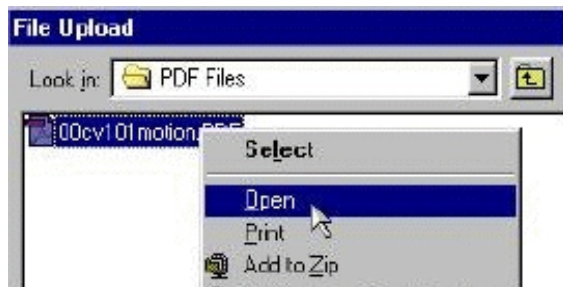
Attachments to Document: ☒ No ☐ Yes

- Click on the **[Browse]** button. ECF opens the following screen.

Note: It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.



- Change the **Files of type** , if needed, from [HTML] to [ALL FILES]
- Navigate to the appropriate directory and file name to select the PDF document you wish to file.



- Highlight the file to upload to ECF.

Note: In order to verify that you have selected the correct document and that it contains all pages, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on [**open**]. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected.

Motions
[2:03-cv-00101-JCC Smith v. Jones](#)

Please attach the proposed order to the motion & remember to email the order in Word or WordPerfect format to the appropriate judge. **Case # and title of the order must be in the subject line of the email.**

Date document filed (mandatory)
 6/5/2005

Select the pdf document (for example: CA199cv501-21.pdf).
Filename

Attachments to Document: ☒ No ☐ Yes

- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button, or double-click on the file name. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.
- To attach the proposed order to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 7, “**Adding Attachments to Documents Being Filed.**”

In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.

Motions
[2:03-cv-00101-JCC Smith v. Jones](#)

ERROR: Document is not a well-formed PDF document (no further information is available).

- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



- If you click **[OK]** from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

7. Added attachment to document

Motions
2:03-cv-00101-JCC Smith v. Jones

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

Browse...

2) At your option, select a document category, enter a description, and select a type.

Category	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Next

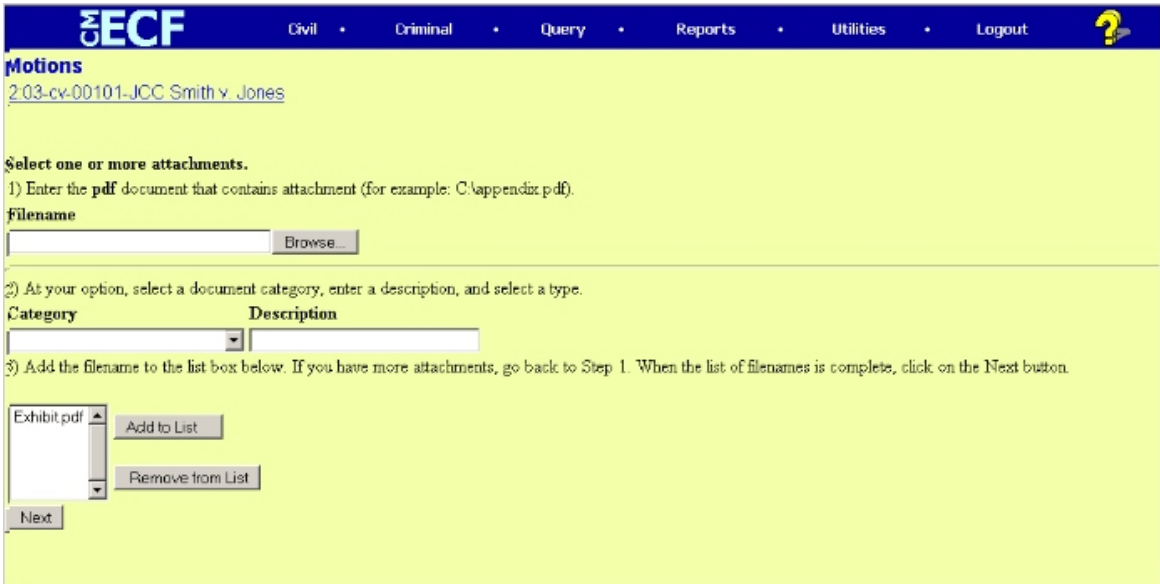
being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

- Click on **[Browse]** to search for the document file name of the attachment.
- Next to the field for attachment **Category**, click on the arrow and ECF opens a pull-down screen. Highlight the type of attachment from the displayed selection.

- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.

(Note: If you choose both a selection from the **Category** list and type in a **Description**, the **Description** will follow the **Category** in the attachment name.)



The screenshot shows the ECF Motions screen for case 2:03-cv-00101-JCC Smith v. Jones. The page has a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is in the top right. The main content area is yellow and contains the following instructions and form elements:

Motions
[2:03-cv-00101-JCC Smith v. Jones](#)

Select one or more attachments.
 1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

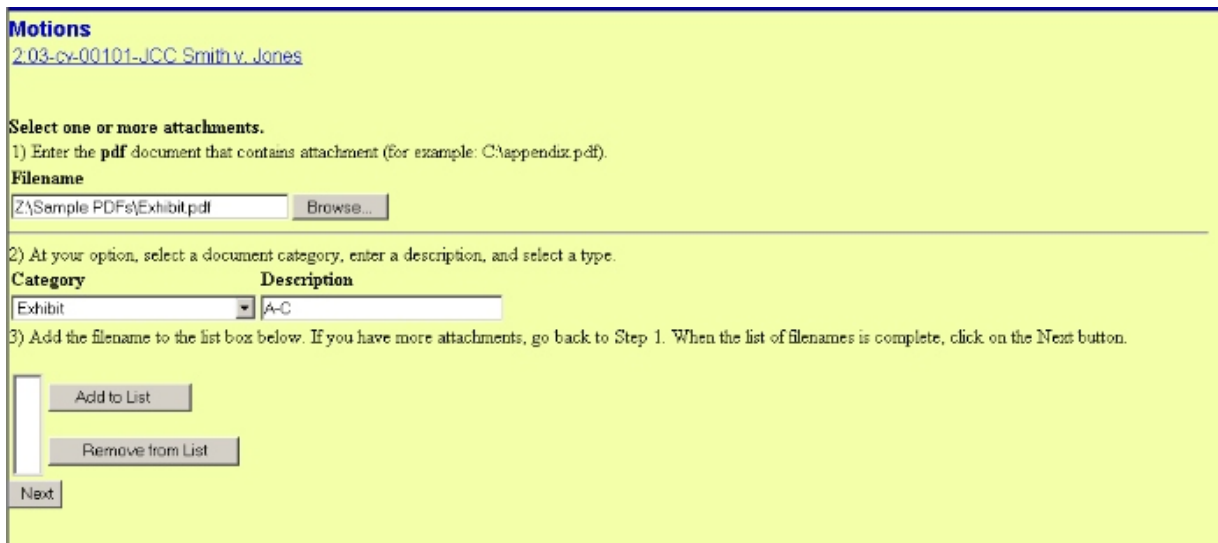
2) At your option, select a document category, enter a description, and select a type.

Category **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- Click on [Add to List].

ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.



The screenshot shows the ECF Motions screen for case 2:03-cv-00101-JCC Smith v. Jones. The page has a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is in the top right. The main content area is yellow and contains the following instructions and form elements:

Motions
[2:03-cv-00101-JCC Smith v. Jones](#)

Select one or more attachments.
 1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document category, enter a description, and select a type.

Category **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Repeat the sequence for each additional attachment.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this is a section titled "Motions" with a link to "2:03-cv-00101-JCC Smith v. Jones". The main area has a header "Docket Text: Modify as Appropriate." followed by a form. The form contains a dropdown menu with a green arrow pointing to it, followed by the text "MOTION for Preliminary Injunction", a text input field, and the text "by Plaintiff Bill Smith . Noting Date 3/18/2003. Oral Argument Requested. (attorney,)". Below the form are two buttons: "Next" and "Clear".

- After adding all of the desired PDF documents as attachments, click on [Next].

8. Note Motions in compliance with CR 7

Enter the correct noting date for the Motion you are filing and then click on [Next].

9. Modify docket text

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.
Click in the open text area to type additional text for the description of the pleading.

The screenshot shows the ECF interface with the "Motions" section. Below the case link "2:03-cv-00101-JCC Smith v. Jones", there is a section titled "PROPERLY NOTE MOTIONS IN COMPLIANCE WITH CR7". This section contains a "Noting Date" label and a text input field with the date "3/18/2003". Below the input field are two buttons: "Next" and "Clear".

ECF Civil • Criminal • Query • Reports • Utilities •

Motions
[2:03-cv-00101-JCC Smith v. Jones](#)

Docket Text: Modify as Appropriate.

Second MOTION for Preliminary Injunction to cease and desist by Plaintiff Bill Smith . Noting Date 3/18/2003. Oral Argument Requested. (attorney,)

Motions
[2:03-cv-00101-JCC Smith v. Jones](#)

Docket Text: Final Text

Second MOTION for Preliminary Injunction to cease and desist by Plaintiff Bill Smith. Noting Date 3/18/2003. Oral Argument Requested. (Attachments: # (1) Exhibit A-C) (KN,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Sixth
 Seventh
 Eighth
 Ninth
 Tenth
 Amended
 Consent
 Counter
 Cross
 Emergency
 Endorsed
 Ex Parte
 Final
 Interim

10. Submit the pleading.

- Click on the [Next] button. A new **Motions** window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the [Back] button on the browser toolbar to find the screen you wish to alter.

- Click on the **[Next]** button to file and docket the pleading.

Notice of Electronic Filing

The following transaction was received from attorney, entered on 3/31/2003 at 2:42 PM PST and filed on 3/31/2003

Case Name: Smith v. Jones
Case Number: [2:03-cv-101](#)
Filer: Bill Smith
Document Number: [1](#)

Docket Text:
 Second MOTION for Preliminary Injunction *to cease and desist* by Plaintiff Bill Smith. Noting Date 3/18/2003. Oral Argument Requested. (attorney,)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: n/a
Electronic document Stamp:
 [STAMP dcecfStamp_ID=1035929271 [Date=3/31/2003] [FileNumber=55104-0]
 [cff6101fc0901a22e69786b279da2380b9cf292a6c3f7a01b957c8b3da5abd73146c2
 d58d2fe07840437fe11819d7a14b7fb1aebc011d33483bf33d06ba64a8d]]

2:03-cv-101 Notice will be electronically mailed to:
 attorney

Note: The screen depicted above contains the following warning.

Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you can abort the ECF filing or return to previous screens by clicking on any hyperlink on the **Blue** ECF menu bar to abort the current transaction. ECF will reset to the beginning of the process you just selected.

11. Notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt.

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of the your transaction and the number that was assigned to your document.

- Select **[Print]** on the browser toolbar to print the document receipt.
- Select **[File]** on the browser menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.
- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will *not* be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court. Individuals who receive electronic notification of the filing are permitted one "free peek" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document *and* the Docket Sheet to verify that the pleading was properly docketed. The Court strongly urges you to copy the **Notice of Electronic Filing** *and* pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Note: It is the responsibility of filers to send hard copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.

Criminal Events Feature

Filing Documents for Criminal Cases

There are nine basic steps involved in filing a criminal document:

- 1) Select the type of document to file (see Attorney Event Menu);
- 2) Enter the case number in which the document is to be filed;
- 3) Designate the defendant that the filing relates to;
- 4) Designate the party(s) filing the document;
- 5) Specify the PDF document to be filed;
- 6) Add attachments, if any, to the document being filed;
- 7) Modify docket text as necessary;
- 8) Submit the pleading to ECF;
- 9) Receive notification of electronic filing.



After successfully logging into ECF, follow these steps to file a pleading.

1. Select the type of document to file

Select **Criminal** from the **Blue** menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which

you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

Click on **Motions**, under **Motions and Related Filings**

ECF Civil • Criminal • Query •

Motions

Case Number

3-101 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

2. Enter the case number in which the document is to be filed

The **Motions** screen appears with a Case Number field. Enter the number of the case for which you are filing a motion and click on **[Next]**.

- If the number is entered incorrectly, click **[Clear]** to re-enter. If the computer prompts that you entered an invalid case number, click on **[Back]** to re-enter.
- When the case number is correct, click on **[Next]**

Note: If the case number you are working on is 2:03cr101, you could enter the case number in any of the following formats:

03-101

03cr101

2:03-cr-101

2-03-cr-101

2:03cr101

ECF Civil • Criminal

Motions

Make appropriate selections

☐ 2:03-cr-00101-JCC-1 - Butch Cassidy
☐ 2:03-cr-00101-JCC-2 - Sundance Kid
☒ All defendants

Next Clear

3. Designate the defendant(s) that the filing relates to

ECF Civil •

Motions
[2:03-cr-00101-JCC USA v. Cassidy et al](#)

Select the filer.

Select the Party:

USA, [Plaintiff]
Cassidy, Butch (1) [Defendant]
Kid, Sundance (2) [Defendant]

Next Clear

Click in the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for "All Defendants" and leave the other boxes unchecked. When finished selecting defendants click on [Next].

4. Designate the party(s) filing the document

Motions
[2:03-cr-00101-JCC USA v. Cassidy et al](#)

Sanctions
Seal Case
Seal Document
Sever Defendant
Show Cause
Stipulated Motion
Substitute Attorney
Suppress

Next Clear

Highlight the name of the party or parties filing the motion. Click on the **[Next]** button.

5. Select the type of motion

A new Motions screen opens and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file. For demonstration purposes, highlight **Suppress** and click on **[Next]**.

6. Indicate whether oral argument is requested

Type 'oa' in the box if oral argument is being requested and is properly requested in the document, and then click on **[Next]**.

Motions
[2:03-cr-00101-JCC USA v. Cassidy et al](#)

Please attach the proposed order to the motion & remember to email the order in Word or WordPerfect format to the appropriate judge. Case # and title of the order must be in the subject line of the email.

Date document filed (mandatory)

Select the pdf document (for example: CA199cv501-21.pdf).
Filename

Attachments to Document: ☐ No ☒ Yes

Motions
[2:03-cr-00101-JCC USA v. Cassidy et al](#)

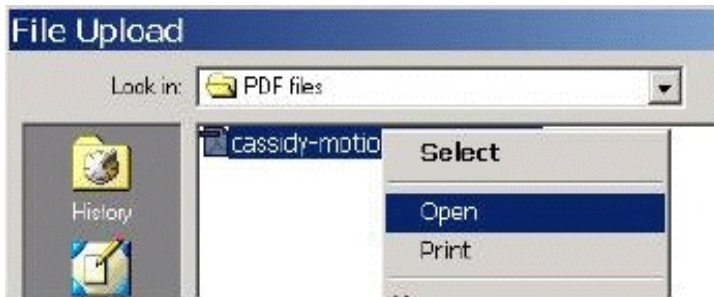
If this Motion includes a request for oral argument, type oa in box

WARNING: This does not overrule the requirement pursuant to CrR 12(c)(10) that ORAL ARGUMENT REQUESTED must be typed in the caption of the motion or responsive memorandum.

7. Specify the PDF file name and location for the document to be filed.

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

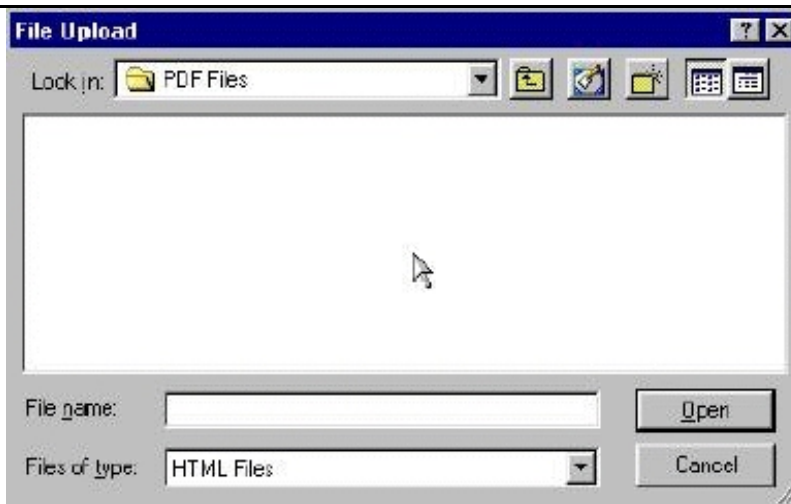
- Click on the **[Browse]** button. ECF opens the following screen.



Note: It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

Chan
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ge the **Files of type** , if
ed, from [HTML] to
L FILES].

Navigate to the
opriate directory and file
e to select the PDF
ment you wish to file.

- Highlight the file to upload to ECF.

Note: In order to verify that you have selected the correct document and all pages are properly converted, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.

The screenshot shows a web interface titled "Motions" with a blue header. Below the header, the text "2:03-cr-00101-JCC USA v. Cassidy et al" is displayed. A red error message reads: "ERROR: Document is not a well-formed PDF document (no further information is available)." At the bottom left, there is a "Back" button.

- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button in the lower right corner of the File Upload window. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

To attach proposed orders to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to #8 **“Add attachments to documents being filed.”**

In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.

The screenshot shows a web interface titled "Motions" with a blue header. Below the header, the text "2:03-cr-00101-JCC USA v. Cassidy et al" is displayed. A red instruction reads: "Please attach the proposed order to the motion & remember to email the order in Word or WordPerfect format to the appropriate judge. Case # and title of the order must be in the subject line of the email." Below this, there is a field for "Date document filed (mandatory)" with the value "3/31/2003". A section titled "Select the pdf document (for example: C:\199cv501-21.pdf)." contains a "Filename" field with the text "Z:\Sample PDFs\Motion.pdf" and a "Browse..." button. Below the filename field, there is a label "Attachments to Document:" followed by radio buttons for "No" and "Yes", with "Yes" selected. At the bottom, there are "Next" and "Clear" buttons.

- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.

- If you click **[OK]** from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

8. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.



Motions
[2:03-cr-00101-JCC USA v. Cassidy et al](#)

Select one or more attachments.
 1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document category, enter a description, and select a type.

Category	Description
<input type="text" value="Exhibit"/>	<input type="text" value="A-C"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- Click on **[Browse]** to search for the document file name of the attachment.
- Next to the field for attachment **Category**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.

Motions
[2:03-cr-00101-JCC USA v. Cassidy et al](#)

Select one or more attachments.
 1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document category, enter a description, and select a type.

Category	Description
<input type="text" value="Appendix"/>	<input type="text"/>

below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- Click on **[Add to List]**.

ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

9. Note Motion in compliance with CrR 12

Enter the correct noting date for the Motion you are filing and then click on **[Next]**.

Motions
[2:03-cr-00101-JCC USA v. Cassidy et al](#)

Select one or more attachments.

1) Enter the pdf document that contains attachment (For example: C:\appendix.pdf).

Filename

2) At your option, select a document category, enter a description, and select a type.

Category	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Z:\Sample PDFs\Exhibit.pdf

10. Modify docket text

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.

Motions
[2:03-cr-00101-JCC USA v. Cassidy et al](#)

PROPERLY NOTE MOTIONS IN COMPLIANCE WITH CrR 12

Noting Date

Date

Click in the open text area to type additional text for the description of the pleading.

ECF Civil • Criminal • Query • Reports • Utilities •

Motions
[2:03-cr-00101-JCC USA v. Cassidy et al](#)

Docket Text: **Modify as Appropriate.**

by USA as to Butch Cassidy , Sundance Kid .
Noting Date 4/11/2003. Oral Argument Requested. (Redkey,)

11. Submit the pleading

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this is a section titled "Motions" with a link to "2:03-cr-00101-JCC USA v. Cassidy et al". The main area is a form titled "Docket Text: Modify as Appropriate." It contains a dropdown menu on the left with options: Amended, Consent, Counter, Cross, Emergency, Endorsed, Ex Parte, Final, Interim, Interlocutory, and Joint. The main text area shows "MOTION to Suppress" followed by a text box containing "Evidence retrieved from Defense" and "by USA as to Butch Cassidy , Sundance Kid .". Below this is a line of text: "Noting Date 4/11/2003. Oral Argument Requested. (Redkey,)". An arrow points from the "Amended" option in the dropdown menu to the text box.

- Click on the **[Next]** button. A new **Motions** window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a

This screenshot shows the same ECF interface as the previous one, but with the dropdown menu set to "Amended". The text in the main area is now "MOTION to Suppress Evidence retrieved from Defense by USA as to Butch Cassidy , Sundance Kid .". Below this is the same line of text: "Noting Date 4/11/2003. Oral Argument Requested. (Redkey,)". At the bottom of the form are two buttons: "Next" and "Clear".

previous screen, click the **[Back]** button on the Netscape toolbar to find the screen you wish to alter.

- Click on the **[Next]** button to file and docket the pleading.

ECF

Civil • Criminal • Query • Reports • Utilities •

Motions
[2:03-cr-00101-JCC USA v. Cassidy et al](#)

Docket Text: Final Text
Amended MOTION to Suppress *Evidence retrieved from Defendant's car* by USA as to Butch Cassidy, Sundance Kid. Noting Date 4/11/2003. Oral Argument Requested.(Redkey,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Note: The screen depicted above contains the following warning.

Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the Web Browser **[Back]** button until *you return to the desired screen*.

12. Notice of Electronic Filing

The screenshot displays the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is in the top right corner. The main content area has a light blue background. A section titled 'Notice of Electronic Filing' is circled in red. Below this title, a message states: 'The following transaction was received from Redkey, entered on 4/1/2003 at 10:28 AM PST and filed on 4/1/2003'. The case details are listed: 'Case Name: USA v. Cassidy et al', 'Case Number: 2:03-cr-101', 'Filer: USA', and 'Document Number: 1' (which is also circled in red). A 'Docket Text' section follows, containing the text: 'Amended MOTION to Suppress Evidence retrieved from Defendant's car by USA as to Butch Cassidy, Sundance Kid. Noting Date 4/11/2003. Oral Argument Requested. (Redkey,)'. Below the docket text, it says 'The following document(s) are associated with this transaction:'. A 'Document description' section lists 'Main Document' and 'Original filename: n/a'. An 'Electronic document Stamp' is provided, including a long alphanumeric string. Two sections follow: '2:03-cr-101-1 Notice will be electronically mailed to:' followed by 'Redkey Redkey@usattyrus.com,' and '2:03-cr-101-1 Notice will not be electronically mailed to:' followed by the contact information for Tom Hillier, Federal Public Defender, 1234 4th, Seattle, WA 98104.

ECF

Civil • Criminal • Query • Reports • Utilities • Logout

Notice of Electronic Filing

The following transaction was received from Redkey, entered on 4/1/2003 at 10:28 AM PST and filed on 4/1/2003

Case Name: USA v. Cassidy et al

Case Number: 2:03-cr-101

Filer: USA

Document Number: 1

Docket Text:
Amended MOTION to Suppress *Evidence retrieved from Defendant's car* by USA as to Butch Cassidy, Sundance Kid. Noting Date 4/11/2003. Oral Argument Requested. (Redkey,)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1035929271 [Date=4/1/2003] [FileNumber=55125-0] [bf37e8b19f59c57cbfdaa6d12dbaa3242650912b31e52025037da8975f5bab3fa180b9fc5d782dacdd349d2cec2851dcc892d8abbfb3cfd6b9e5c0c310657dff]]

2:03-cr-101-1 Notice will be electronically mailed to:
Redkey Redkey@usattyrus.com,

2:03-cr-101-1 Notice will not be electronically mailed to:
Tom Hillier
Federal Public Defender
1234 4th
Seattle, WA 98104

ECF opens a new **Motions** window displaying an ECF filing receipt.

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document.
- Select **[Print]** on the browser toolbar to print the document receipt.
- Select **[File]** on the browser menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.
- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will *not* be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the Court. Individuals who receive electronic notification of the filing are permitted one "free look at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document. The Court strongly urges you to copy the **Notice of Electronic Filing** and pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Note: It is the responsibility of filers to send hard copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.



Query Feature

Registered participants should use this feature to query the Electronic Case Filing (ECF) system for specific case information. To enter the Query mode, click on **Query** from the **Blue** menu bar of ECF.

ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before ECF permits you to query the ECF database.

Note: Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. To register, contact PACER at 1-800-676-6856 or online at www.pacer.psc.uscourts.gov.

Query

The screenshot shows the ECF Query interface. At the top, the word "Query" is displayed in a large blue font. Below it is a yellow rectangular area containing search fields. The "Search Clues" section includes a "Case Number" field with the value "03-101" and examples "99-500, 1:99cv500". Below this is the text "or search by". There are two date ranges: "Filed Date" and "Last Entry Date", each with two input boxes separated by "to". Below these is a "Nature of Suit" dropdown menu with options: "0 (zero)", "110 (Insurance)", and "120 (Contract Marine)". Below this is the text "or search by". There are three name fields: "Last Name", "First Name", and "Middle Name", each with an input box. Below these is a "Type" dropdown menu. At the bottom of the yellow area are two buttons: "Run Query" and "Clear".

After you enter your PACER login and password, ECF opens a Query data entry screen as depicted below. If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click on the **[Run Query]** button. ECF opens the query screen depicted in Figure B on the next page.

You may query the ECF database by the name of a party or an attorney to the case. Enter the last

name of the party in the appropriate field. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name (Figure A). If you click on the name of the party, ECF will open the query screen depicted in Figure B. If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases. Click on the case number hyperlink and ECF opens the query screen depicted in Figure B.

Figure A

After querying the database by case number, name, or nature of suit, ECF opens the **Query** window

The screenshot shows the ECF web interface. At the top is a dark blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this is a light blue content area titled "Select A Person". The text "There were 2 matching persons." is displayed. Two results are listed as hyperlinks: "Thompson, Charles A (aty)" and "Thompson, David Scott (aty)".

for the specific case you selected. See Figure B.

You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time." When you run the query, if there is more than one case that meet those criteria, you will get a screen similar to the one in Figure A, but listing multiple case numbers.

Figure B

The screenshot shows the ECF "Query" screen for case 2:03-cv-00101-JCC. The title bar indicates the case name "2:03-cv-00101-JCC Smith v. Jones" and the presiding judge "John C Coughenour, presiding". Below this, it shows "Date filed: 03/31/2003" and "Date of last filing: 04/01/2003". The main content area is titled "Query" and contains a list of hyperlinks for various case-related actions: Alias, Associated Cases, Attorney, Calendar - Monthly..., Case Summary, Deadlines/Hearings..., Docket Report..., Filers, History/Documents..., Judge, Party, Motions Report..., and Related Transactions... On the right side, there are two additional hyperlinks: "Speedy Trial" and "Status".

At the top of the window, ECF displays the case number, parties to the case, presiding Judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

Attorney

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

Case Summary

Provides a summary of current case-specific information as represented below.

2:03-cv-00101-JCC Smith v. Jones John C Coughenour, presiding Date filed: 03/31/2003 Date of last filing: 04/01/2003	
Case Summary	
Office: Seattle	Filed: 03/31/2003
Jury Demand: Both	Demand:
Nature of Suit: 442	Jurisdiction: Federal Question
Cause: 28:1983 Civil Rights	Disposition:
County: King	Terminated:
Origin: 1	Reopened:
Lead Case: None	
Related Case(s): None	Other Court Case(s): None
Flags:	
Party 1: Bill Smith (Plaintiff)	
Party 2: Mark Jones (Defendant)	
Atty: attorney	Represents party 1: Plaintiff
Atty: Charles A Thompson	Represents party 2: Defendant
Atty: David Scott Thompson	Represents party 2: Defendant

Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the **Deadline/Hearings** screen depicted on the next page.

Deadlines/Hearings

Sort by: Due/Set

Run Query Clear

- Document Number
- Deadline/Hearing
- Filed
- Due/Set**
- Satisfied
- Terminated
- Party

After the window opens, if you click on a document number, ECF will display the actual Scheduling Order or Motion and hearing or motions noting date.

2:03-cv-00101-JCC Smith v. Jones John C Coughenour, presiding Date filed: 03/31/2003 Date of last filing: 04/01/2003					
Deadlines/Hearings					
Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
3	Joinder of Parties Deadline	04/01/2003	12/02/2003		
3	Jury Trial	04/01/2003	08/04/2003 at 09:00 AM		
3	Trial Brief Deadline	04/01/2003	07/31/2003		
3	Voir Dire/Jury Inst Deadline	04/01/2003	07/31/2003		
3	Pretrial Order Deadline	04/01/2003	07/25/2003		
3	39.1 Settlement Report	04/01/2003	06/05/2003		
2	Noting Date	04/01/2003	04/18/2003		
1	Noting Date	03/31/2003	03/18/2003		

If you click on the button to the left of the Deadline/Hearing title, ECF will display the docket information and related docketing entries for the hearing that you selected.

Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen as depicted below.

You may select a date range for your

docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Place a checkmark in the box to **Include links to Notice of Electronic Filing** if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docketing report and display it in a window as depicted in Figures C and D.

Figure C

Western District of Washington (Seattle)	
CIVIL DOCKET FOR CASE #: 2:03-cv-00101-JCC	
Internal Use Only	
Smith v. Jones	
Assigned to: John C Coughenour	
Referred to:	Date Filed: 03/31/03
Demand: \$	Jury Demand: Both
Lead Docket: None	Nature of Suit: 442 Civil Rights: Jobs
Related Cases: None	Jurisdiction: Federal Question
Case in other court: None	
Cause: 28:1983 Civil Rights	
Plaintiff	

Bill Smith	represented by attorney <i>LEAD ATTORNEY</i> <i>ATTORNEY TO BE NOTICED</i>
V.	
Defendant	

Mark Jones	represented by Charles A Thompson <i>LEAD ATTORNEY</i> <i>ATTORNEY TO BE NOTICED</i>
	David Scott Thompson <i>LEAD ATTORNEY</i> <i>ATTORNEY TO BE NOTICED</i>

Figure D

Filing Date	#	Docket Text
03/24/2003	1	COMPLAINT against defendant(s) Mark Jones (Summons(es) issued) (Receipt # 64565) , filed by Bill Smith (atty) Modified on 4/1/2003 (Freeman, Amber). (Entered: 04/01/2003)
03/25/2003	2	SERVICE OF SUMMONS and Complaint returned executed upon defendant Mark Jones on 3/24/2003. (atty) (Entered: 04/01/2003)
03/27/2003	3	ANSWER to Complaint with Jury Demand by Defendant Mark Jones. (atty) (Entered: 04/01/2003)
03/31/2003	4	MOTION for Preliminary Injunction to cease and desist by Plaintiff Bill Smith. Noting Date 4/18/2003. Oral Argument Requested. (atty) (Entered: 04/01/2003)
04/01/2003	5	MINUTES OF STATUS CONFERENCE: JCC; Dep Clerk: JM; Jury Trial set for/will resume 8/4/2003 09:00 AM before John C Coughenour. Joinder of Parties due by 12/2/2003. Voir dire/jury instructions due by 7/31/2003. Trial briefs and exhibits to be submitted by 7/31/2003. Pretrial Order due by 7/25/2003.39.1 Settlement Report due by 6/5/2003. Signed by Judge John C Coughenour. (AF) (Entered: 04/01/2003)

The document numbers in the middle column of Figure D are hyperlinks to PDF files of the actual documents. Place your pointer on the button next to the document number and click to display the **Electronic Notification Report** for the document.

History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens the screen depicted in Figure E. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report.

Figure E

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a dark blue header with the ECF logo on the left and navigation links for 'Civil', 'Criminal', and 'Query' on the right. Below the header, the title 'History/Documents' is displayed in blue. The main content area is light blue and contains several interactive elements: two radio buttons for 'All events (history)' (selected) and 'Only events with documents'; a checked checkbox for 'Display docket text'; a 'Sort by' dropdown menu with three options: 'Most recent date first' (highlighted in green), 'Oldest date first', and 'Most recent date first'; and two buttons at the bottom, 'Run Query' and 'Clear', which are circled together.

After making your selections, click on the **[Run Query]** button. ECF queries the database and builds your report. Figure F depicts a portion of a **History/Documents** report. This particular report lists all of the events and documents associated with the case in reverse chronological order. It also displays the docketing text for all docketed events.

Figure F

2:03-cv-00101-JCC Smith v. Jones John C Coughenour, presiding Date filed: 03/31/2003 Date of last filing: 04/01/2003					
History					
Doc. No.	Dates	Description	Private Event	Type Subtype	Docket Part ID
5	Filed & Entered: 04/01/2003	JCC-Minutes of Status Conference		order JCCorder	36
Docket Text: MINUTES OF STATUS CONFERENCE: JCC; Dep Clerk: JM; Jury Trial set for/will resume 8/4/2003 09:00 AM before John C Coughenour. Joinder of Parties due by 12/2/2003. Voir dire/jury instructions due by 7/31/2003. Trial briefs and exhibits to be submitted by 7/31/2003. Pretrial Order due by 7/25/2003. 39.1 Settlement Report due by 6/5/2003. Signed by Judge John C Coughenour. (AF)					
4	Filed: 03/31/2003 Entered: 04/01/2003	Motion for Preliminary Injunction		motion prelinj	34
Docket Text: MOTION for Preliminary Injunction to cease and desist by Plaintiff Bill Smith. Noting Date 4/18/2003. Oral Argument Requested. (atty)					
3	Filed: 03/27/2003 Entered: 04/01/2003	Answer to Complaint		answer ans	32
Docket Text: ANSWER to Complaint with Jury Demand by Defendant Mark Jones. (atty)					
2	Filed: 03/25/2003 Entered: 04/01/2003	Summons Returned Executed		service smxc	30
Docket Text: SERVICE OF SUMMONS and Complaint returned executed upon defendant Mark Jones on 3/24/2003. (atty)					
1	Filed: 03/24/2003 Entered: 04/01/2003	Complaint		cmp cmp	26

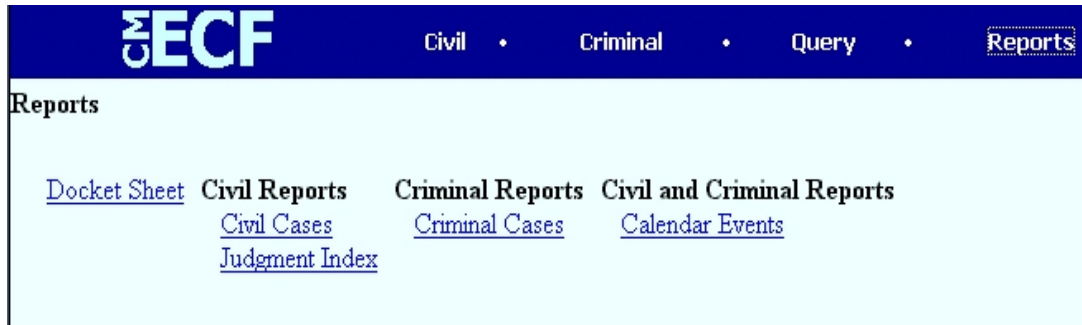
You can view a PDF file of actual documents by clicking on the document number in the far-left column of the onscreen report.

Other Queries

The process for selecting and running other queries in the **Query** feature of ECF is similar to what has been described above.

Reports Feature

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the *Blue* menu bar, ECF opens the **Reports** screen depicted below.



ECF

Civil • Criminal • Query • Reports

Reports

[Docket Sheet](#) **Civil Reports** **Criminal Reports** **Civil and Criminal Reports**

[Civil Cases](#) [Criminal Cases](#) [Calendar Events](#)

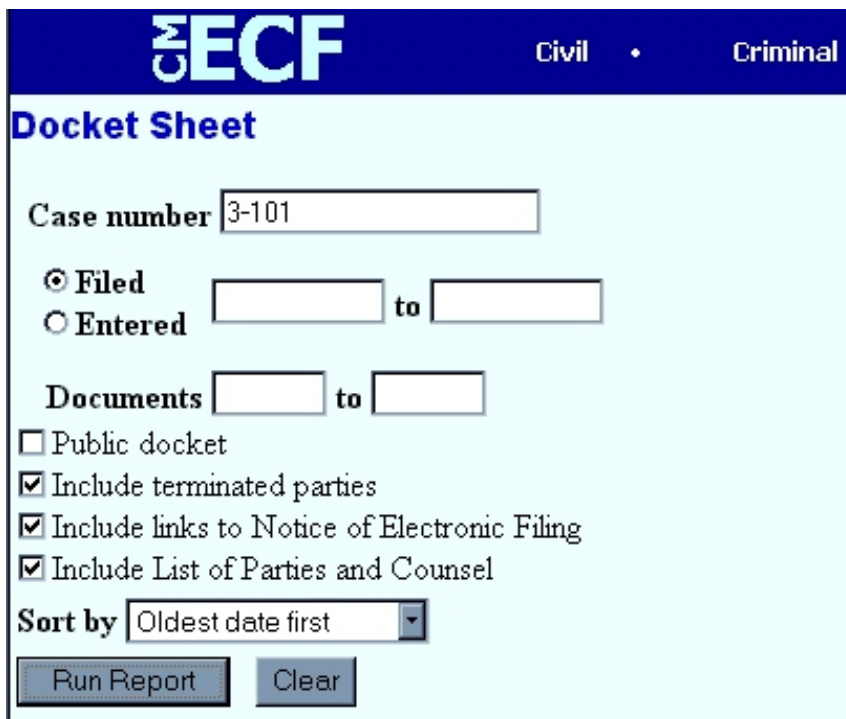
[Judgment Index](#)

If you select Cases Filed or Docket Sheet, ECF will ask you to login to PACER. You may view Court Calendar Events for a case without logging into PACER.

Docket Sheet

Click on the **Docket Sheet** hyperlink and ECF opens the **PACER** login screen.

Enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted below.



ECF

Civil • Criminal

Docket Sheet

Case number

☒ Filed to

☐ Entered to

Documents to

☐ Public docket

☒ Include terminated parties

☒ Include links to Notice of Electronic Filing

☒ Include List of Parties and Counsel

Sort by

This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature (Page 43). Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. See the **Query** feature section of this manual for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

Civil Cases Report

The **Civil Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code. When you click on the **Civil Cases** hyperlink, ECF displays a query screen as depicted here.

Civil Cases Report

Office
Seattle
Tacoma

Case type
Civil
Miscellaneous

Nature of suit
0 (zero)
110 (Insurance)

Judge
Arnold, J. Kelley

Case flags
1915
APPEAL

Cause
0 (No cause code entered)
02:0431 (02:431 Fed. Election...)

Filed 3/3/2003 to 4/2/2003

Entered 3/3/2003 to 4/2/2003

Closed to

Terminal digit(s) 2, 4-7

☒ Open cases
☐ Closed cases

Sort by Case Number

Run Report

Clear

Note: If you are not logged into **PACER**, ECF will display the **PACER** login screen. Login to **PACER** and ECF will open the **Civil Cases Report** screen.


Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code, if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF. The picture below depicts an example of part of a report.

Civil Cases Report				
U.S. District Court -- Western District of Washington				
Filed Report Period: 01/01/1997 - 04/02/2003				
Entered Report Period: 01/01/1997 - 04/02/2003				
Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
2:02-cv-00031-JCC Que	Filed: 03/12/2003		21	Cause: 28:1331 Federal Question: Other Civil Rights NOS: Civil Rights: Other Office: Seattle President: John C Coughenour Jury demand: None
2:02-cv-00100 Schaffer v. Fredricksen	Filed: 01/28/2003		64	Cause: 15:44 Trademark Infringement NOS: Trademark Office: Seattle President: Robert S. Lasnik Jury demand: Plaintiff
2:02-cv-01234 Smith v. Jones	Reopened: 01/13/2003		79	Cause: 28:1983 Civil Rights NOS: Civil Rights: Jobs Office: Seattle President: Monica J. Benton Jury demand: Both Case Flags: APPEAL NOSVC
2:02-cv-09999-JCC	Filed: 12/03/2002		120	Cause: No cause code entered

The far-left column of the Cases Filed report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

Utilities Feature

The **Utilities** feature provides the means for registered users to maintain their account in ECF and to view all of their ECF transactions.



Civil
•
Criminal

Utilities

Your Account

- [ECF Login](#)
- [Maintain Your Account](#)
- [View Your Transaction Log](#)
- [Change Client Code](#)
- [Change Your PACER Login](#)
- [Review Billing History](#)
- [Show PACER Account](#)

Miscellaneous

- [Legal Research ...](#)
- [Mailings...](#)
- [Verify a Document](#)

Your Account

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all your transactions within ECF.

Maintain Your Account

Click on the **Maintain Your Account** hyperlink to open the **Maintain User Account** information screen.

Maintain User Account

Last name	<input type="text" value="attorney"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
Gender	<input type="text" value=""/>	ATY Type	<input type="text" value=""/>
Title	<input type="text"/>	Type aty	
Bar Number	<input type="text"/>		
Office	<input type="text" value="Maloney & Milroy"/>		
Address 1	<input type="text" value="5454 Louis Lane"/>		
Address 2	<input type="text" value="Suite 1500"/>		
Address 3	<input type="text"/>		
City	<input type="text" value="Seattle"/>	State	<input type="text" value="WA"/>
		Zip	<input type="text" value="98104"/>
Country	<input type="text"/>	County	<input type="text" value="King"/>
Phone	<input type="text" value="(206) 555-5555"/>		
		Fax	<input type="text"/>
Initials	<input type="text"/>	DOB	<input type="text"/>
		AO code	<input type="text"/>
End date	<input type="text"/>		
Civil ref style	<input type="text" value=""/>	Criminal ref style	<input type="text" value=""/>
Date sworn	<input type="text"/>	Status	<input type="text" value=""/>

This
screen

displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar status.

YOU MUST FILE A NOTICE OF CHANGE OF ADDRESS WITH THE COURT.

Clicking on the **[E-mail information]** button opens the following screen.

ECF will E-mail to parties their **Notices of Electronic Filing** based upon the information entered in this screen. Perform the following steps to enter additional e-mail addresses for individuals that you wish ECF to notify regarding new case pleadings and documents.

E-mail information for attorney

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☐ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

Enter a check mark by clicking on the box to the left of the line, which reads “**to these additional addresses.**”

- Enter the e-mail addresses of those individuals you wish to notify concerning ECF activity. This data entry field has a capacity of 250 characters for approximately ten E-mail addresses. Email addresses must be separated by commas, no spaces.

E-mail information for KN

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☒ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

- Stipulate the format of the ECF notices by selecting your choice from the bottom of the screen.
- If you wish to enter completely new information about your account, use the **[Clear]** button to clear the fields on this screen.

After updating your account information, click on the **[Return to Account screen]** button to return to your **Maintain User Account** screen and press **[Submit]**. You will be prompted to **[Submit]** one more time to effect the change in all your cases.

To edit or view login information about your account, select the button labeled **[More user information]**, from the **Maintain User Account** screen. ECF opens the screen depicted below.

More User Information for attorney	
Login	attorney
Last login	04-01-2003 15:28
Password	*****
Current login	04-02-2003 15:28
Prid	4
Create date	12/14/2000
Registered	Y
Update date	03/31/2003
Groups	Attorney
<div>Return to Account screen</div> <div>Clear</div>	

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the **Password** field. To change your ECF password, place your cursor in the **Password** field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on the **[Return to Account screen]** button to reopen the **Maintain User Account** screen. When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]** button at the bottom of the **Maintain User Account** screen to submit your changes to ECF. ECF will notify you onscreen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

View Your Transaction Log

From the **Utilities** screen, click on the **[View your Transaction Log]** button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report.

Enter the date range for your

report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. See below for a sample transaction log report.

Use this feature of ECF to review your transactions and to verify that:

Transaction Log			
Report Period: 01/01/1997 - 04/02/2003			
Id	Date	Case Number	Text
132404	03/31/2003 14:42:56	2-03-cv-101	Second MOTION for Preliminary Injunction <i>to cease and desist</i> by Plaintiff Bill Smith. Noting Date 3/18/2003. Oral Argument Requested.(attorney,)
132487	04/01/2003 10:59:12	2-03-cv-101	MOTION to Continue <i>response due date</i> by Defendant Mark Jones. Noting Date 4/18/2003. (attorney,)
132569	04/02/2003 08:06:19		Updated person record: attorney Prid: 4
132569	04/02/2003 08:06:19		Updated user record: attorney 4
Total Number of Transactions: 4			

- all of the transactions you entered are reflected in the Transaction Log
- no unauthorized individuals have entered transactions into ECF using your login name and password.

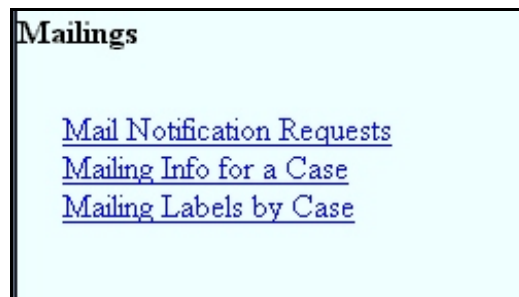
Miscellaneous

ECF provides three **Miscellaneous** functions within the Utilities feature of the system.

- Legal Research
- Mailings
- Verify a Document

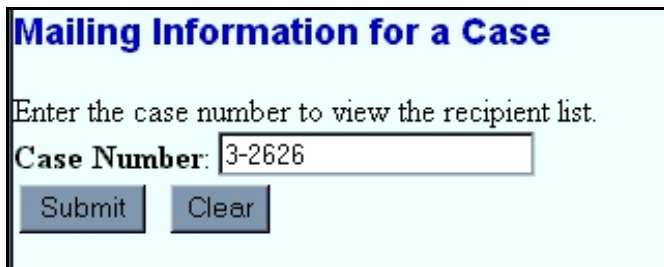
When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet. Select the **Verify a Document** hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number.

There is also a **Mailings** hyperlink that opens a new screen for making or requesting mailings from ECF.



The screenshot shows a light blue rectangular window with a black border. The title "Mailings" is in the top-left corner. Below it, three blue hyperlinks are listed: "Mail Notification Requests", "Mailing Info for a Case", and "Mailing Labels by Case".

Click on [**Mailing Info for a Case**] to see what party or parties in a particular case are registered users.



The screenshot shows a light blue rectangular window with a black border. The title "Mailing Information for a Case" is in bold blue text at the top. Below the title, the text "Enter the case number to view the recipient list." is displayed. Underneath, the label "Case Number:" is followed by a text input field containing the value "3-2626". At the bottom, there are two buttons: "Submit" and "Clear".

Enter the case number and click on **[Submit]**. The following screen will be displayed showing which parties will receive e-mail notification and which parties or list of attorneys will not receive e-mail notification and will require manual noticing.

Mailing Information for a Case 2:03-cv-02626-JCC

Electronic Mail Notice List

The following are those who are currently on the list to receive e-mail notices for this case.

- **James R Milroy**
jrmilroy@attysrus.com

Manual Notice List

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

Cortland Mayfair
Mayfair & Daughters PC
Suite 1209
5454 Lois Lane
Seattle, WA 98104

Joe Wilson
Wilson Brothers, PC
Suite 1408
284 Abby Lane
Seattle, WA 98104



Logout

After you have completed all of your transactions for a particular session in ECF, you should exit from the system.

Click on the **Logout** hyperlink from the ECF **Blue** menu bar. ECF will log you out of the system and return you to the ECF login screen .